



MINNESOTA TYPE II IA INTERAGENCY HANDCREW OPERATIONS GUIDE

Approved and presented by the MNICS Operations Working Team

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MISSION

The primary mission of the MNICS Interagency Type II IA crews is to provide a safety orientated, motivated, productive, and skilled team for all phases of wildland fire suppression and support during all risk/all hazard incidents. These crews will provide a quality learning experience for all personnel involved in leadership skills, technical skills and positive interpersonal communication. The crews will be composed of personnel from multiple agencies and organizations across Minnesota. The backbone of these crews will serve to improve interagency cooperation and communication, as well as establish positive professional relationships among fire managers and firefighters.

PROGRAM OVERSIGHT

The MNICS Operations Working Team (OWT) provides overall guidance and clarification on all operations in respect to the MNICS Type II IA crew program. An OWT Crew subcommittee will provide the initial input into these operating guidelines, crew documentation, internet resources, and any other helpful guidance into creating smoother crew operations. During the regular season, the MIFC Coordinator will be the OWT representative that works directly with the designated crew leadership.

FORMULATING CREW LEADERSHIP

Application Process

Applications for MNICS Type 2 IA crew leadership (CRWB, CRWB(t), ICT5/FFT1, and lead FAL2) will be sent out by the date set by the OWT, typically by January 1st of each concurrent year, in conjunction with the MNICS Priority Trainee Application. A deadline date of February 28th for Type 2 IA crew leadership is preferred in order to roster CRWB and CRWB(t). Despite this fact, applications will be considered throughout the year for employees whom start late, including seasonal employees, transfers, etc. Supervisor and fire management officer/ fire team leader approval is required for all applications.

Crew leadership will be selected upon completion of the application process. The OWT crew subcommittee will select folks for the primary crew boss positions. Having crew bosses from differing agencies is preferred and has worked well in the past. Alternate crew bosses from those respective agencies will serve as backup for each of the primary crew bosses in order to cover absences, etc.

MNICS Priority Trainee List (included in primary leadership section)

Individuals who put in for the MNICS Type 2 IA crews as a primary CRWB(t), also need to put in an application for MNICS priority trainee list. Each agency training representative/task force member will prioritize primary folks within their respective agency to be selected as a CRWB(t). Primary CRWB(t)s will then be prioritized, chosen from each agency and cleared through the OWT. CRWB(t)s will be placed with a differing agency CRWB, unless there is absence of that option.

Primary Leadership Selection

ICT5/ FFT1s will be selected during a meeting involving the primary CRWBs and the MIFC Coordinator or Crew Subcommittee member, through a draft style process. Emphasis will be placed on mixed agency leadership preferably. Every attempt will be made by all crew bosses to have as many agencies represented in leadership roles within each crew. If that option is exhausted, there may be similar agency leadership within a given crew.

ROTATION

Crews will begin rotation the week immediately following the annual Minnesota Wildfire Academy, which occurs the first full week in June. There will be a different crew scheduled for primary rotation each week, being fully ready to mobilize at a moment's notice. The crew following the primary crew in sequence will be considered as secondary on rotation, and should also be ready for assignment. Rotation will start on Monday morning at 0800 and run until the following week. Crew leadership that is not within rotation, but available for assignment, should relay that information to their respective crew boss and/or the MIFC Coordinator. Any leadership available for assignment should list themselves as available "locally", stating "Available for crew assignment as the primary CRWB/CRWB(t)/ICT5/ FFT1/FAL2 (list one) for MNICS Crew #__". This will eliminate the possibility of folks getting single resourced to other fires or with other crews nationally.

CREW ROSTERING

Crew Structure

Leadership positions will already be set and in place prior to a crew going into rotation and being made available nationally. All attempts should be made to commit overhead resources to their assigned crew during their designated availability period. If there is an absence of one of the primary leadership positions on the crew, every attempt should be made by that ICT5/ FFT1 and/or the CRWB to backfill that position with another qualified person, in coordination with the MIFC Coordinator. Assigning an assistant CRWB/CRWB(t) to a crew rotation, when the primary assistant/trainee is unable to make the crew rotation, MIFC Dispatch will go to the alternate list for the next available priority trainee that is available. Priority will be given to folks that have put an application in for both programs, then to folks that have only put in for the priority trainee program, then to non-applicants.

MIFC Dispatch is responsible for selecting crewmembers upon time of order. With interagency structure in mind, every effort will be made to have a mixed agency crew. Participation from each agency will be the priority whenever possible. It also desired to have a vehicle provided by each agency for the crew assignment. Regular employees will be given first chance over non-regular employees and ADs. Crew structure will meet minimum national standards.

LEADERSHIP AVAILABILITY EXPECTATIONS

Primary crew leadership are expected to show commitment to their designated crews throughout their availability status. The designated crew leadership identified prior to the crew being made available nationally are expected to stay with the crew during the duration of that crew's availability. Unless there is an emergency with an individual, they should remain available with the crew only.

BEING AVAILABLE

When any individual (designated leadership or crewmember) is considering listing as available for a crew assignment, there are 6 expectations that must be met before mobilizing. If an individual cannot fulfill ALL of these expectations, they should not be made available. If an individual does not meet these expectations upon mobilizing, they will be at risk of being sent home.

1. Have a correct and up to date red card, along with supporting documentation for licenses, etc.
2. Have all the correct gear needed (or be able to obtain from the cache at mobilization). See Equipment section below.
3. Be ready to mobilize at a moment's notice and meet the given mobilization time. Allowances will be made for those individuals coming from the far reaches of the state.
4. Answer the phone when called. Individuals will only be given a certain amount of time to accept the assignment and fill the request.
5. Be 100% completely healthy.
6. Wear the appropriate PPE when mobilizing. At the start of travel- nomex, boots and an agency shirt is acceptable.

EQUIPMENT

Individuals are expected to, and are accountable for, maintaining all personal and line gear. Report of damaged items and requests for replacements should be made to their fireline supervisor before leaving the incident. Some lost or damaged items may be obtained through local incident supply cache. Crewmembers will not check out supplies from fire camp unless directed to do so by their immediate supervisor. In general, the crew will make a daily list of needed items and send one designee to the supply area to obtain and/or order needed items. This will prevent confusion when the crew demobilizes and must account for all non-consumable property assigned to the crew. All supplies and equipment checked out from the supply unit will be done through the CRWB or Squad Bosses only. All items checked out need to be returned prior to demobilization.

Line Gear

It is vitally important to keep one's line gear ready for fire at all times and should supply all needs for the course of long work shifts. On occasion, the crew will find itself in a temporary spike camp situation. In a spike camp, there will be little to no supplies available, other than what is packed in your line gear. Because you will work with your pack on, weight should be minimized, carry all the required equipment and minimize any unnecessary items. ****Note: line gear will be limited to 20 lbs. in travel status.** The line gear items that are required are listed and described as follows:

Pack: Fireline packs should be durable and comfortable. The standard blue GSA fireline pack, or similar, will be the minimum standard for crewmembers, understanding that some people will prefer to use their own line gear for assignments.

Hard-hat w/ chinstrap and shroud: Each hard-hat and harness system should be periodically inspected and replaced if flaws appear or if they have been subjected to a sudden, heavy blow. A red hard-hat will be available for each member of the crew unless they bring their own.

Leather boots: All boots need to be NFPA 1977 certified wildland firefighting boots; a minimum of 8 inches high, lace-type leather boots, or better, with non-slip, Vibram melt-resistant lug soles. It is strongly advised to have boots well broken in before wearing them on a fire assignment. Foot problems resulting from new boots are a common medical problem on hand crew assignments.

Leather gloves: Gloves are required at all times while on an incident.

Fire shelter and rigid plastic sheath: New Generation fire shelters are required for all aspects of wildland firefighting. Fire shelters should be inspected frequently and should be immediately replaced if the pull strip becomes damaged, cracks appear (check folds closely), or if excessive abrasion occurs (look for gray dust). Fire shelters should be worn in an easily accessible place on the outside of your pack, avoid sitting or lying on it.

One-quart canteens (four minimum): It is advisable to carry 5 quarts of water with you daily, more may be required based on individual needs. To keep drinking water potable, change it every three to four days.

Headlamp and batteries: Check headlamp often to ensure it operates properly. Tip: While in your pack, keep a slip of paper between the battery contacts, this will ensure it does not get turned on accidentally. Always carry a spare set of fresh batteries.

MRE or comparable ration: Carry a MRE, or something similar, for long first shift situations or when other food means are not readily available on the fireline.

Safety glasses or goggles: Prescription glasses with safety lenses are also suitable. Safety glasses are required, especially when digging line, working with water, or operating a chain saw. Ensure that any sunglasses meet or exceed safety glass requirements.

Fusees: A minimum of 4 fusees should be carried by all personnel as firing devices, particularly if the need for firing off a safety zone or similar needs dictate.

Additional Equipment: Ear plugs, personal first aid kit, compass, IRPG, lighter, space blanket, rain gear (packable and lightweight), long sleeve shirt or sweatshirt, wool cap, high energy snacks, extra boot laces or parachute cord, spare socks, insect repellent, watch, pocketknife or multi-tool, GPS w/ case (if available), handheld radio (if available), toilet paper/wet wipes.

Travel Bag

Each crew member must have a travel bag, or what is commonly called a “red bag”. The red bag should carry enough personal supplies to outfit a crewmember for a minimum of two weeks without doing laundry. Gear should be packed in plastic bags for additional protection from the elements. Name, crew number, agency, and address should be on every red bag. ****Note: personal travel bags are limited to 45 lbs. in travel status.** With the exception of a sleeping pad and/or tent nothing may be strapped to the outside of bags.

Required items:

- Up to date IQC (red card)
- Photo identification
- 2 pair of Nomex pants
- 2 Nomex shirts
- 1 sleeping bag
- 1 small tent
- 1 sleeping pad

The following items must be furnished personally. This is not a hard and fast list. Be prepared to go a week or more before having to wash items. Get these items together BEFORE listing as “available”.

- 8+ pair of socks, heavy duty work style
- 8+ sets of underwear, all cotton *see below*
- 8 appropriate undershirts, all cotton *see below*
- 1 pair of long underwear
- 1 stocking cap/ball cap
- 1 pair of jeans/sweats (for camp/off the clock)
- 1 shirt and comfortable shorts (for camp/PT)
- 1 light jacket or sweatshirt (for camp)
- 1 pair of shoes and flip-flops (for camp / PT)
- 1 alarm clock (watch or cell phone work well)
- 1 towel/washcloth/ flip flops (for camp)
- 1 personal toiletries kit (toothbrush, toothpaste, deodorant, lip balm, clippers, mints, shaver)
- 3-week supply of prescription medications/personal needs (ibuprofen, tums, cough drops)
- PT (physical training) outfit (shorts, tennis shoes, tee shirt)
- Spending cash

Optional: boot grease, bandanas, pj’s, stuff sack for items, swimsuit, playing cards/book/etc., cell phone, spare prescribed glasses, go pro, warm coat, a pair of civilian clothes, charging cords/bank card.

CREW EQUIPMENT

To be fully successful in providing a quality Type 2 IA crew, proper vehicles, tools and equipment will be necessary. Vehicles available for use of the crew will vary throughout the season depending upon unit availability from each agency. When driving, tools and other equipment needs will be available through the MIFC Cache in Grand Rapids. Please see Appendix D for the standardized resource order designed for crews to check out from the cache. Depending on crew needs, this list may change slightly before departure from MIFC. Red hard hats are available at the MIFC Cache for crewmembers to check out, as it is desired all crewmembers wear the same color hard hat while on assignment. It is suggested that in the future a dedicated fleet of vehicles and cache of tools be permanently designated for crew use.

When flying to assignment, crews will only fly with travel bags and line gear. If there is a weight option to fly with limited tools, it is suggested to do so. Furthermore, when flying, Type 2 IA capability will be limited, and most likely not allow the crew to perform with IA capability unless there are rental vehicles available at the receiving end of the fire assignment.

All supplies and equipment checked out from the supply unit will be done through the CRWB or Squad Bosses only. All items checked out will be returned prior to demobilization. All supplies and equipment checked out from the MIFC cache will be returned as soon as the crew returns home. If these items are not returned, it will come out of the respective agency’s budget.

TRAVEL

When MNICS crews drive to their designated assignment, they typically go with 6 vehicles; 5 crew carriers (crew cab pickups) and 1 overhead vehicle (ext. cab/crew cab pickup or SUV). Every attempt will be made to have at least one engine as a crew transport in order to make the crews more versatile for initial attack to the receiving unit. All agency vehicles that come with the crew should have a contact for the appropriate fleet manager for that respective agency vehicle(s) and be ready to travel (oil change and fluids up to date).

The MNICS agreement allows agencies to drive vehicles from all agencies. Tribal vehicles are not part of the agreement due to insurance reasons, so only folks from the respective tribe are allowed to operate such

vehicles. For agencies that provide a vehicle, every attempt will be made to have at least 2 people from that agency on the crew to drive the given vehicle. Agency driving protocol within the red book will be followed as driving standards.

Crews will occasionally fly to their assignment, from a localized mobilization center, via a NICC jet or commercially. The NICC jet will carry 5 crews (100 people) at a time. **With this mode of transportation, it is crucial that all crewmembers limit their collective gear weight to 65 pounds or less; 20 lbs. for their line gear and 45 lbs. for their travel bag, as the standard NICC jet crew weight is 5300 lbs. total.** All unnecessary equipment and hazardous materials should be removed, including fusees, batteries, water, etc. At the receiving end of the incident, crews will typically get a bus or if lucky, 4-5 rental vehicles as transport. In the case of receiving a bus, the crew boss or assistant should make every attempt to get a chase vehicle from ground transportation. Furthermore, the attempt should be made to get 4-5 rental vehicles in order to make the crew more versatile during the assignment and as IA resources. Most always, crews with more versatile transportation will get better assignments.

CONDUCT AND DISCIPLINARY ACTIONS

Expectations

Members of the crew are expected to maintain a high standard of honesty, integrity and respect. Crewmembers will avoid any actions which: 1) may reflect negatively on the State of Minnesota, the MNICS organization, MIFC, the Type 2 IA crew program and the agency that they represent, or 2) would jeopardize the employee's fitness for duty and ability to perform their job effectively. A crew member represents not only themselves and their agency, but all individuals and agencies represented on the crew.

It is imperative that supervisors support one another. There must be honest and direct communications within the leadership ranks to act as professionals and resolve disagreements or frustrations at any level of leadership. All discussions will be professional and respectful.

Disagreements will not be discussed on the radio under any circumstances. Negative comments about others will not be tolerated. Open complaining about an assignment given to the crew in front of others will not be tolerated.

Supervisors are expected to stop any type of inappropriate behavior. Failure to do so implies approval through lack of action. Each supervisor is responsible to identify and resolve conflicts or disagreements between crewmembers. If you need help, follow the chain of command to get issues resolved.

BE ON TIME. When dispatched to an incident, report to the designated location NO LATER than the specified time, dressed in proper PPE and have appropriate IA gear and travel bag. **The crew assignment will be for 14 days plus travel, unless explicitly told otherwise by dispatch and the CRWB.** Individuals who cannot commit to a minimum of 16 days should not make themselves available. It is better to turn down the assignment than to jeopardize the entire crew being sent home early.

BE PREPARED. Keep personal items, such as boots, in serviceable condition. Government issued equipment such as pants, shirts, headlamps, batteries, and other equipment should be traded out as needed at the supply cache on the incident. **Do not wait until the dispatch to do this.** All PPE, water, line gear, saw gas, and equipment needed for the next operational period should be procured prior to going off the current shift.

Individuals are responsible for maintaining a physical standard to safely perform the arduous work required in wildland firefighting (see page 19). The CRWB/ CRWB(t) is responsible for the well-being of crewmembers on the fire, but the crew is only as strong as its weakest link.

BE RESPECTFUL. Rude, inappropriate, or disrespectful behavior to any member of the general public, members of the incident organization, crew leadership or other crew members will be documented and may be grounds for being sent home, being benched from MNICS crews for the rest of the year or never being allowed on MNICS crews again. MNICS crewmembers come from many diverse backgrounds and cultures, it is crucial to keep this in mind and respect all other members of the crew. Crewmembers are expected to be kind, courteous, and professional at all times while on assignment. This is not to say the crew cannot have fun while on assignment.

STAY HEALTHY. Crew vehicles, fire camp and the fireline shall be kept clean and free of litter at all times. If you see someone else's trash, please pick it up! Keep in mind that this is where you will be living and working for 14 days, so keep these places clean and organized at all times. While many individuals on crews chew tobacco, spitting on the ground in camp or in the chow line is unacceptable and will not be tolerated. Maintaining proper personal hygiene and camp cleanliness is crucial in minimizing exposure to camp crud.

Uniform

Appearance is integral in gaining respect from receiving units/agencies/districts. It is highly suggested that individuals wear a crew shirt; but other shirts such as fire department, agency, or a plain, solid color, cotton t-shirt are also acceptable. Tank tops or sleeveless t-shirts are unacceptable forms of clothing, both for safety and appearance reasons. Once mobilized, the required uniform will also consist of fire resistant nomex pants and a belt. In addition, all crewmembers will wear quality constructed leather lace-up work boots; NFPA 1977 accepted, vibram lug sole, eight inch tops or taller. Undergarments and socks should be made of non-synthetic materials. In fire camp, during travel, and when visible to the public, the members must wear a clean t-shirt or sweat shirt as stated above. (Tip: keep a clean crew shirt and pair of nomex pants reserved for travel home). Hats should consist of crew hats, agency uniform hats, or plain, solid color, baseball style caps. Any clothing items that are of offensive nature will be prohibited from being worn. Crew apparel is available at MIFC.

Drugs and Controlled Substances

The possession and/or use of controlled substances, per agency policy, is strictly prohibited while on assignment, on state or government property, in agency vehicles, or while in travel status. Any person who violates this policy, or who has knowledge of a violation and fails to report it to their supervisor, will immediately be removed from their duties on the crew. **There will be no warnings or second chances.**

Alcohol

No alcohol may be transported in a crew vehicle. Any crewmember who reports to work unfit for duty due to alcohol consumption will be subject to disciplinary action. While in travel status, the opportunity to have an alcoholic beverage during off duty hours may arise but any alcohol consumption is strongly discouraged. Crewmembers will follow the policy of their individual home units/agencies. The following crew policy applies:

- Crew vehicles will not be used to transport alcohol or to transport people to a place that serves alcohol.
- Alcohol consumption is strongly discouraged when the crew is in travel status; this includes off-duty hours while traveling to, from, and on assignments. If the crew boss or crew boss trainee determines an individual is unfit for duty, the individual may be sent home immediately to face disciplinary action. Professionalism requires the crew to be fully prepared for work at all times.

Despite the above rules and statements, crew bosses have discretion to take their respective crew on assignment as a "dry" crew; no alcohol throughout the entire duration. There are many benefits to this direction, as it makes crews much more saleable to receiving units/agencies, particularly when crews are

staying in or near residential areas. Interagency crewmembers come from all walks of life, so eliminating any unknowns in regards to alcohol use is a valuable step in having a safe and positive assignment.

Social Media and Cell Phone Use

Good judgment is needed in the taking and sharing of photos, as well as information sharing and status updates through social media sites like Facebook, Twitter, text messages, and other methods/sites. As with any activity, we expect firefighters to adhere to the same professional standards of conduct on social media sites as they would in any other professional setting. Distributing pictures of inappropriate or unsafe actions and posting incorrect or classified information can be cause for termination. Remember that certain photos could be very sensitive to the individuals being adversely affected by a large fire or incident. Be respectful of their situation. As for anything that could be posted in social media, first ask yourself if you would be okay with your posting or picture on the front page of a major newspaper or on the nightly news channel.

Individuals will have plenty of opportunity during daily travel and down time for personal telephone use. Disciplinary action will result when personal telephone use interferes with job performance. Personal telephone usage abuse will result in a reprimand and imposed limitations for the entire crew during paid work hours. *Don't abuse this privilege.

Evaluations

Honest evaluations will be done on all individuals within the crew. The Crew Boss will conduct an evaluation for each ICT5/ FFT1, and each ICT5/ FFTI will do an evaluation on each respective crewmember within their squad. The CRWB and FFTIs will be evaluated as a whole by each crewmember upon return travel from the assignment, with review by the MIFC Coordinator. Conduct, whether good or bad, will be reflected on those evaluations, with poor evaluations resulting in suspension from subsequent crew rotations or ineligibility for the crews as a whole. Please see below for the tier disciplinary process.

Disciplinary Actions

Disciplinary action will be initiated against anyone that exhibits behavior detrimental to the crew or unbecoming of any of the MNICS agencies. Insubordination, unlawful discrimination, and/or unlawful harassment of any kind (racial, sexual, etc.) will not be tolerated and will result in immediate disciplinary actions. Physical violence, regardless of motivation, will result in immediate removal from the crew and action by the respective agency. Most conduct and performance issues will be evaluated through a tier process:

First Tier

The first tier can include verbal warnings. They will be conducted by the designated Squad Boss and/or Crew Boss, and will be documented on a unit log for the duration of the assignment. Reprimands may be cause for suspension from the crews for the remainder of the current year. Continued or repeat occurrences of the same conduct or performance will be documented into the performance evaluation and failure to improve will dictate an unsuccessful rating. Unsuccessful ratings can lead to ineligibility of future crew assignments.

Second Tier

The second tier will include a written warning, as well as a discussion with the Crew Boss and Squad Boss to develop a remedial plan for improvement. This warning will be filed using a unit log and attached to and included in the individual performance evaluation at the end of the assignment. Serious reprimands may be cause for suspension from the crews for the remainder of the current year and future years to follow. Continued or repeat occurrences of the same conduct or performance will be further documented on unit logs, included in performance evaluations, and failure to improve will dictate an unsuccessful rating. Unsuccessful ratings can lead to ineligibility for future crew rotations and discipline by your respective agency.

Third Tier

The third tier is reserved for conduct or performance with such severity that does not allow for warning(s) to be issued either verbally or in writing, and will involve the Crew Boss, Squad Boss, and MIFC Coordinator, and in most cases a Human Resources Representative from your respective agency. A third tier conduct violation could result in immediate dismissal from the crew.

** Any of the above tiers may dictate the need for a peer review process after the assignment.*

In many instances, issues and subsequent actions will be dealt with on a case-by-case basis, mainly between the Crew Boss, Squad Boss, the home unit and the MIFC Coordinator. MIFC maintains the discretion to bench individuals from crew assignments for the year or ban them from MNICS crews all together.

CREW RULES

- Think first, then act responsibly.
- Respect others as well as yourself.
- Hold yourself and those around you accountable.
- Give your best effort and expect the same from others.
- Honesty and positive attitude are valued above all else.
- Take pride in your work and the work of the crew.

If these rules cannot be followed, demobilization may occur for an individual or even the entire crew. It is expected the crews will constantly strive to achieve an outstanding crew reputation. In order to accomplish that goal, the crewmembers must respect others, not only on the crew, but also any individual they interact with.

SAFETY

Commitment to safety is a top priority of all MNICS operations. Wildland firefighting is an inherently dangerous business. All MNICS crews are committed to using safe and appropriate strategies and tactics. Crews are not to accept unsafe assignments. Safety is the primary responsibility of all members of the crew. MNICS crews will adhere to the ten standard fire orders at all times. The CRWB, CRWB(t) and FFTIs will continually evaluate LCES and the 18 watch out situations during all phases of an assignment. If an assignment is deemed unsafe the crew boss will follow proper procedures as outlined in the Incident Response Pocket Guide, (pages 19-20), to properly refuse risk.

- **Situational Awareness:** Observe surroundings, weather, topography, fire behavior and fuels. Maintain awareness to recognize changes in fire behavior and/or potential fire behavior.
- **Hazard Assessment:** Evaluate fire behavior and tactical hazards before making a move. Look for what can be harmful. Learn to recognize it.
- **Hazard Control:** Eliminate or reduce risk to an acceptable level before taking action. Mitigate all known hazards before starting work.
- **Decision Point:** If hazards can be mitigated, then proceed. Do not accept any assignment if hazards have not been mitigated. **If you see something, say something!** It may save your life.
- **Evaluate:** What has changed? Are the tactics working? Do new hazards exist? Any negative response to one of these questions may require a change in what you are doing.

The following will help to minimize the risk of an accident to yourself or others:

- Stay physically fit.
- Know your limitations.
- Think before you act.
- Listen attentively and contribute to safety briefings.
- Ask questions and clarify instructions.
- Wear your personal protective equipment.
- Drink plenty of water to stay properly hydrated.
- Report unsafe conditions immediately.
- Inform others of hazards.
- Learn from near misses.
- Tell your supervisor if you are not feeling well.
- Look out for your fellow crewmembers.
- Know and apply the 10 Standard Fire Fighting Orders and 18 Watch Out Situations.
- Maintain situational awareness.
- Know your escape route and safety zone locations at all times.
- Never assume the obvious.

QUALIFICATIONS

All crew leadership will meet the minimum National Wildfire Coordinating Group (NWCG) standards for the position they are in, as well as those identified below. All crewmembers will be certified, at a minimum, as a Firefighter Type II (FFT2) under the NWCG standards. Crewmembers are encouraged to keep a personal record of their training. All taskbooks must be issued by their home unit prior to assignment. No task books will be issued during an assignment. It is the responsibility of each agency to ensure their personnel meets the minimum qualifications for each position in which they are certified. Each crewmember must provide a current red card as, their incident qualification and certification to be checked by the crew boss prior to mobilization.

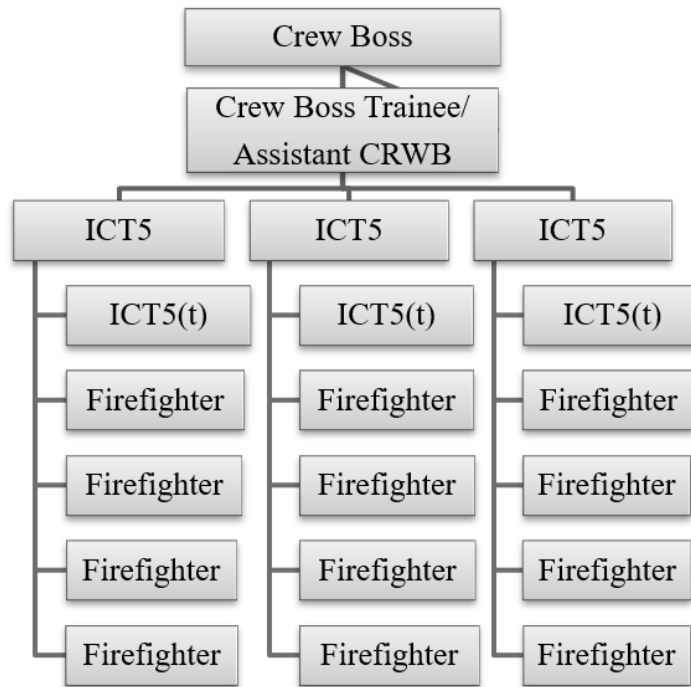
ORGANIZATION

It is the duty and responsibility of the MNICS OWT and MIFC Dispatch for all crews to meet the minimum qualifications and standards of the MNICS T2 IA crews. MNICS Type 2 IA handcrews strive to meet and exceed the minimum crew standards for national mobilization listed on the next page.

MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations (backfire)	Initial attack/ can be broken up into squads , fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4, FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: ICT5/ FFT1 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5/ FFT1	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English.		
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified	3 agency qualified	None
Training	As required by the Interagency Hotshot Crew Guide or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5300 lbs.		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	All standard designated fireline PPE		
Certification	Must be annually certified by the local host unit agency administrator or designee prior to being made available for assignment.	N/A	N/A

Crews will generally consist of 20 people, although they may occasionally be dispatched with as few as 19 or as many as 21. The structure of the crew will include a CRWB, CRWB(t) or assistant CRWB, 3 ICT5/ FFT1s, 3 FAL2s, and 12 firefighters. Every attempt will be made to have an EMT or higher medically qualified individual on each crew.



CHAIN OF COMMAND / COMMUNICATIONS

All crew member issues need to go through their crew boss first and foremost. The crew boss will then take the appropriate action, contacting their designated dispatch/home unit.

DUTIES

The duties of the crew are to suppress wildland fires, or respond to any other all-risk incident, while providing a “safety first” environment. The crew must be flexible in order to adapt to dynamic environments. That being said, Type 2 IA crews will have the capability to perform initial attack (IA) duties. The crew may be asked to break down from a standard crew configuration to squad IA configuration. However, even in IA modules, the span of control and chain of command will be followed. Each IA module will have one Faller 2 (FAL2) at a minimum.

Crew Boss

The crew boss will have sufficient fire experience to provide capable leadership to the crew. The crew boss is responsible for the overall safety and management of the crew. The crew boss may serve as IC or fill other positions as needed on an incident only if capable leadership is identified prior to taking the position. Desired qualifications are Incident Commander Type 4 and Firing Boss (FIRB). Type 2 IA crews should be capable of performing burnout operations. Duties include:

- Responsible for providing a safe work environment.
- Identify strategy and tactics to accomplish mission objectives.
- Identify and mitigate risks associated with changing fire environment.
- Communicate hazards, risks and mitigation using the chain of command.
- Direct and lead crew operations.
- Provide for crew safety and welfare.
- Reward positive attitudes and behaviors; correct deficiencies.
- Provide a positive learning experience for all crewmembers, especially trainees.

Crew Boss Trainee/Assistant

An Assistant Crew Boss may or may not be fully qualified as a CRWB. Regardless, the assistant must be qualified to supervise the crew in the absence of the crew boss. The assistant may serve as Incident Commander in initial attack configuration and must be qualified as at least a Single Resource Boss trainee and Incident Commander Type 5. Through a mutual/discretionary agreement between the CRWB and the CRWB(t), the CRWB(t) can assume the following duties:

- Assume full crew responsibility in absence of the Crew Boss if qualified.
- Provide supervision of Squad Leaders.
- Implement tactics designated by the Crew Boss. Provide suggestions and alternatives whenever necessary.
- Communicate hazards, risks and mitigation using the chain of command.
- Reward positive attitudes and behaviors; correct deficiencies.
- Ensure that parity exists between squads regarding duties, responsibilities and discipline.
- Ensure respectful interaction between all levels within the crew.

ICT5/ FFT1s

Three Squad Bosses provide day-to-day leadership for squad members. It is their responsibility to keep the crew boss and assistant informed on all aspects related to safe and effective crew operations. They will serve as IC on initial attack fires when the need arises. Duties include:

- Maintain situational awareness to help provide a safe work environment.
- Take immediate corrective action when necessary to ensure crew safety.
- Operate within the intent of given instructions and inform supervisors of minor tactical changes.
- Directly supervise and lead squad to implement assigned work.
- Communicate instructions and concerns within the chain of command.
- Orient, instruct and train crewmembers in basic fire behavior and safe operational tactics, to accurately assess the fire environment so they can safely implement assigned tactics.
- Ensure personal protective equipment is provided and used by all crewmembers.
- Ensure work areas, vehicles and equipment is clean and maintained.
- Report injuries and accidents. Recommend action to prevent recurrence.

Firefighters

Firefighters are the members of the crew whose primary mission is to suppress wildfires or serve in other capacities during other emergency or natural resource assignments. The minimum qualification is firefighter type 2.

Duties include:

- Responsible for personal safety.
- Look out for other crewmembers safety.
- Stay alert to hazardous conditions. Make them known to others.
- Use appropriate personal protective equipment.
- Maintain clean work areas, vehicles and equipment.
- Participate in briefings and tailgate safety sessions.
- Ask questions if assignment or information is unclear.
- Report all accidents and injuries to immediate supervisor.

Additional desired qualifications are to have at least one helicopter crewmember per squad, 3 FAL2s, and an EMT on the crew (in any position) for each assignment. In many cases, crews will be working with helicopters, possibly building sling loads, or landing in unimproved helispots, and working around hazardous trees that may need to be felled.

Trainees

An important purpose of the MNICS Type 2 IA crews is to provide training and leadership opportunities. The crew will strive to have a minimum of one crew boss trainee and two ICT5/ FFT1 trainees on each assignment. Other trainee positions may also be accepted and are subject to the nature of the assignment. The priority will be to provide trainee opportunities as established for those qualified individuals from agencies or organizations represented on the crew.

INJURIES AND ILLNESS

Crewmembers will report existing health conditions, allergies (medication, insects, etc.) to their supervisors and the crew EMTs at the beginning of any dispatch. Any obvious pre-existing conditions may preclude anyone from going on an assignment, at the CRWB discretion.

Injuries and illness contracted on the job must be reported to the immediate supervisor and documented immediately, no matter how inconsequential they may seem. Without proper attention, little problems can often develop into serious health threats. Compensation for medical treatment is unlikely for injuries that are not documented within 48 hours of the time they were incurred. Reporting of injuries and illness is the responsibility of the individual Firefighter.

DISPATCH

MIFC Dispatch will handle all mobilization of crews and have the final say in any decision. Crew leadership will not list themselves available nationally, only available locally, for that designated position on their crew. It is also each person's responsibility in the crew leadership position to let their supervisor/ Duty officer know before they go available.

GOING THE EXTRA MILE. MNICS crews will "go the extra mile" in all dealings with fellow firefighters as well as the public. Be sincere, courteous, and helpful in all dealings with the public. Go beyond the expected: fully answer questions, including unasked questions. Be informed: Know what is happening and know where to get timely and accurate information.

Look sharp/be sharp. Take pride in how you look. Wear the appropriate uniform appropriately. Make good first impressions. Remember last impressions are just as important as first impressions. Be courteous and respectful to everyone.

Lead by example. Demonstrate your professionalism every moment of every day. Remember a good leader must first be a good follower. We are not so much limited by our ignorance as we are by our assumptions. Ask questions, demand answers and THINK FIRST before acting.

PHYSICAL FITNESS TRAINING

Fitness is absolutely vital to your job. Each crewmember is required to have a current red card, which includes passing the arduous work capacity test. Crewmembers that are in good shape are more productive, healthier, safer, and tend to receive more enjoyment from fire assignments. Considerable trust is extended to each and every crewmember in regards to physical fitness. Each firefighter must be in good shape BEFORE performing as a crewmember. It cannot be emphasized enough how important physical fitness is to performing the duties of a handcrew. You owe it to yourself and to your crew to be in the best shape possible, our lives may depend on it.

APPENDIX A – OPERATIONS WORKING TEAM CREW SUBCOMMITTEE MEMBERS

- Seth Nelson
USNPS, Voyageurs NP
(218) 875-2117
seth_c_nelson@nps.gov
- BJ Gotchie
BIA
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gotchiefr@gmail.com
- Jason Westholter
USFWS, Detroit Lakes
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- Nick Abel
Forester
MN DNR Forestry, Baudette
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nick.abel@state.mn.us
- Zach Saumer
AFEO Engine Squad Leader
USFS, Superior National Forest, Kawishiwi Ranger District
320-223-1733
zachary.saumer@usda.gov

APPENDIX B – SUGGESTED AND OPTIONAL FIRELINE PACK & TRAVEL BAG ITEMS

Fireline Pack:

Fire Shelter	MRE	Bandana
Spare Clamshell	Water bottles – Equaling 5 qt.	Flagging
Headlamp	Sunscreen	1 st Aid Kit
Compass	Toilet Paper	Orange Panel (HECM)
Baby Wipes	Glow Sticks	Size-Ups/Organizers (ICT5)
Tarp/Trash Bag	Anti-chafe cream	Stocking Cap
IRPG		

PPE:

2 pr. Gloves	2-3 pr. Nomex Shirts	Hardhat
2-3 pr. Nomex Pants	1 pr. Boots	Hearing Protection
Helmet Shroud	Radio w/ bra	

Personal Gear Bag:

Small Thermarest/ sleeping pad	Lightweight tent	Lightweight sleeping bag
Small pillow	workout shoes	Sandals
Headlamp	Hand Lotion	Stocking cap
Razor/shaver	Shampoo	Vitamin C/Supplements
Deodorant	Aspirin	Gum (2)
Toothbrush	Toothpaste	2 pr. Lights Socks
Anti-itch Cream	Gold Bond Powder	8+ pr. Underwear
Plastic Bags	8+ pr. Heavy Socks	1 long-sleeve t-shirt
1 sweatshirt	Lightweight jacket	1 Packable towel
5 fire t-shirts (1 for return tvl.)	1 normal t-shirt	Tobacco products
1 pr. Shorts	1 pr. Swim trunks	Long johns (sleeping)

On Person:

Red Card	Leatherman/knife	Watch
Phone	Wallet	Purchasing card
Credit Cards	Cash	2 pr. Sunglasses
Chap stick	Baseball Cap	Gum/Tobacco
Photo Identification		

APPENDIX C – CREW BOSS/OVERHEAD CHECKLISTS

Prior to Assignment – Leaving MIFC with the Crew

Paperwork

- Make sure to get several copies of the resource order (for all overhead).
- All AD casual hire forms needed.
- Make any changes or additions needed to the equipment order. Additional equipment – Sigs, collapsible rakes, tarps, blue packs, shelters, etc.
- Contact lists (Personal and Emergency) – completed by all crewmembers.
- **Manifest** – Typed, broken down by squads, with phone numbers and qualifications for everyone.
- Copies of everyone’s red card (5 copies). ****Helps to have folks bring these with them when they arrive.**
- Crew carrier inspections filled out prior to leaving MIFC (Note oil change needs) – Take photos of any prior damage if needed for documentation after return.
- AD Trip Itinerary (May be best to assign this to one of the ADs)
- **NICC jet** - Cargo weights not to exceed 65 lbs., 10 lbs. extra for CRWB and CRWB(t). Fly tools when available. Everyone needs to remove all unnecessary items from packs (batteries, fusees, MRE’s, etc.)

Vehicles/Equipment

- All vehicles parked in the grass on the east side of parking area.
- Get keys of all personal vehicles and put in a manila envelope to give to the MIFC Coordinator.
- All home unit gear pulled from crew carriers (unless absolutely needed- at that point there is no responsibility for items being returned damaged). Set gear on a pallet to be segregated until return.
- Remove all saws from saw kits and make sure they run and function properly.
- Stress driving safety, parking/backing, stops/breaks along the way, etc.

Personnel

- Yellow Packs – All gear will be transferred to a blue pack prior to leaving MIFC, no questions. Must be returned upon completion of assignment.
- Old Generation fire shelters will be swapped for a New Generation fire shelter, no questions.
- 4-point hardhats will be swapped for the newer 6-point hardhats, no questions. Red hardhats are available at the cache for crewmembers. Must be returned upon completion of assignment.
- Split personnel into appropriate squads, based on experience levels and qualifications (FALB, EMT, etc)

Conduct a briefing prior to leaving MIFC

- Everyone is to be SELF-SUFFICIENT – cannot be stressed enough, no questions.
- Alcohol/drug use upon leaving MIFC is not permitted, no questions. **Dry crew = easiest.**
- Laziness, poor work ethic, poor attitudes will not be permitted.
- Stress courtesy and consideration in public; eating, fueling, rest stops, overnight, etc.
- Parking / Backing of agency vehicles.
- No matter who is driving what vehicle, all MURs/DUDs are to be filled daily and fuel receipts kept.

On Incident – In-brief with Operations Chief (**Crew Boss does this, not the trainee. Maintain a professional, neat appearance when this is done**.)

- Hand the Ops. Chief a neat, squad-delineated manifest, along with an index card stating the following;
 1. The crew(MIFC1) may be broken into squads.
 2. Each squad has their own transportation.
 3. The crew (MIFC1) has 3 (or more) FAL2's with saws.
 4. The crew (MIFC1) is self-sufficient.
 5. The crew (MIFC1) is experienced.

After Assignment – Return to MIFC / Closeout

Paperwork

- Performance Evaluations – Will be completed prior to return to MIFC. Evaluations shall be performed with each individual and signed off by both evaluator and individual. RULE - NO SURPRISES!! If the individual was not informed of any shortfalls prior to the evaluation, the individual should not be negatively graded, as they were given no chance to redeem their shortfall. It is up to the supervising official to keep things open and honest as they happen and to work things out as much as possible prior to a negative evaluation. Copies to the evaluator, employee, and MIFC.
- MNICS Crew Debriefing Forms – To be filled out by every individual prior to return arrival to MIFC.
- Crew evaluations from the fire assignment – Copies go to every individual and MIFC.
- OF-288 (Red Dogs) – Upon demobilization, all DOA ADs will project their return travel time, sign, and turn in their OF-288s. DOI AD's will keep their originals in order to return to their home unit, filling in the travel as they go. All agency regular employees keep their OF-288s. Copies of all OF-288s will go to MIFC.
- Copies of resource orders to everyone on the crew.
- Copies of experience records (with coding, fire sizes, etc.) to everyone on the crew.
- Email addresses on crew roster – goes to everyone on crew.

Vehicles/Equipment

- All MIFC equipment returned to cache. Make sure things are re-supplied from the fire if needed.
- Return personal keys to everyone with a car.
- All home unit equipment taken off of crew carriers should be replaced.
- Conduct final inspection on all vehicles to make sure there are no extra dents/dings. Finalize oil changes in Grand Rapids if necessary.
- **Ensure all crew vehicles are cleaned/washed and they go back to the home unit in as good a shape (or better) as they came. Remember, the home unit went out of their way to send a vehicle to support the crew, so remember to return the favor.
- Gas cans need to come back empty.

Personnel

- Strictly enforce the 2200 rule, no exceptions.
- Sit down with the MIFC Coordinator, dispatch, and other representatives from MIFC. Be open and candid about the assignment and personnel; what went well, what didn't go well, what needs to be improved for next time, who worked well, who shouldn't go on assignment, etc. Remember, this is a learning experience for everyone, especially for future MNICS crews. Things can only be made better if the forum is open and honest, with rational discussion.

APPENDIX D – MNICS T2IA CREW STANDARD RESOURCE ORDER

INCIDENT/PROJECT ORDER NUMBER		RESOURCE ORDER DATE/TIME		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER					
						2017 MNICS T2IA Crew Mobilization				MN-MNS-717									
5. DESCRIPTIVE LOCATION/RESPONSE AREA MIFC		6. SEC.		7. MAP REFERENCE		6. SEC.		8. INCIDENT BASE/PHONE NUMBER		9. JURISDICTION/AGENCY		10. ORDERING OFFICE							
						LAT.		LONG.		MIFC		MIFC							
11. AIRCRAFT INFORMATION		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		GROUND CONTACT		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT HAZARDS			
BEARING																			
12. Request Number	Ordered Date/Time	From To	Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To		Agency ID	RESOURCE ASSIGNED		ETD		RELEASED		Time			
							From	To		From	To	Date	To	Date	To				
S-1			24 pg	NFES # 000030 Battery 'AA'		PIU													
S-2			4 lt	NFES # 000340 Chain Saw Kit, Slight, full wrap, 24" or 20" bar															
S-3			2 ea	NFES #000758 Gravity Sock, 9" dia.															
S-4			4 ea	Chainsaw Chains, NFES # 006512 spares for chain saws															
S-5			4 ea	NEES # 000078 Chaps 36"															
S-6			1 ea	NEES # 000150 Chaps 40"															
S-7			4 ea	NFES # 000557 Chest, Ice 48 qt															
S-8			3 ea	NFES # 000606 Can, gasoline 5 gal. safety vented															
S-9			3 ea	NFES # 007290 Can, gasoline 3 gal. safety vented															
S-10			4 bx	NFES # 001842 Food, MRE															
S-11			1 bx	NFES # 000105 Fusee, signal hand device															
S-12			12 ea	NFES # 001059 File, mill 12" bastard															
13. ORDER RELAYED		To/From		ACTION TAKEN		ORDER RELAYED		ACTION TAKEN		Req. No.		Date		Time		To/From		ACTION TAKEN	

ORDER NO.		RESOURCE ORDER		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME		3. INCIDENT/PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER							
		SUPPLIES				2017 MNICS T21A Crew Mobilization		MN-MNS-717									
12. Request Number	Ordered Date/Time	From To		Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To From	Agency ID	RESOURCE ASSIGNED	ETD		RELEASED		Time		
											ETA	Date	To	ETA			
S-13				12 ea	NFES # 000345 File, round 7/32"												
S-14				1 ea	NFES # 000070 Fly, plastic Tent												
S-15				6 ea	NFES # 001149 Pump, backpack, outfit												
S-16				3 ro	NFES # 002396 Ribbon, Chartreuse fluorescent												
S-17				3 ro	NFES # 006066 Ribbon, Killer Tree												
S-18				3 ro	NFES # 000566 Ribbon, Escape route												
S-19				3 ro	NFES # 006067 Ribbon, Spot Fire												
S-20				4 HK	NFES # 003305 Cord, nylon, 1/8 X 100'												
S-21				6 ea	NFES # 000241 Torch, drip												
S-22				3 kt	NFES #001050 Belt weather kit												
S-23				3 kt	NFES # 001143 First Aid Kit, 10-25 person, belt												
S-24				4 ea	NFES # 000171 Shovel w/ sheath												
S-25				10 ea	NFES # 000146 Pulaski w/ sheath												
S-26				10 ea	NFES # 001180 Tool, combination shovel & hoe												
S-27				4 ea	NFES 000801 Tag, fuel, Unleaded												
S-28				4 ea	NFES 000803 Tag, fuel, Drip Torch												
S-29				4 ea	NFES 000805 Tag, fuel, 2 stroke mix												
S-30				8 ea	Container, 5 gal, plastic, collapsible, cubies												
S-31				12 qt	NFES # 001869 Oil, bar & chain												
S-32				1 bx	NFES # 000021 Bag, liner, garbage												
2. INCIDENT/PROJECT NAME						3. INCIDENT PROJECT ORDER NO.		ESTIMATED COST		ORDER COMPLETED BY		INITIALS		DATE		TIME	

RESOURCE ORDER		INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME		3. INCIDENT/PROJECT ORDER NUMBER		4. OFFICE REFERENCE NUMBER						
SUPPLIES			2017 MNICS T2/A Crew Mobilization		MIN-MNS-717								
12. Request Number	Ordered Date/Time	From To	Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED	ETD ETA	RELEASED Date To	Time ETA
S-33			3 ro	NFES # 000071 Tape Duck									
S-34			3 ro	NFES # 000619 Tape, electrical									
S-35			6 ro	NFES # 000222 Tape, filament									
S-36													
S-37													
S-38													
S-39													
S-40													
S-41													
S-42													
S-43													
S-44													
S-45													
S-46													
S-47													
S-48													
S-49													
S-50													
S-51													
S-52													
2. INCIDENT/PROJECT NAME				3. INCIDENT PROJECT ORDER NO.				ESTIMATED COST		ORDER COMPLETED BY			
										INITIALS DATE TIME			